

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 30, 2000

COUNTY FISCAL LETTER (CFL) NO. 99/00-55

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) FOR THE JANUARY – MARCH 2000 QUARTER
CLAIMING INSTRUCTIONS

This CFL provides claiming instructions for the January through March 2000 quarter and includes information pertaining to the following program areas:

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I. Social Services Function**A. EA-CWS Eligibility**

Effective with the March 2000 quarter, the title for Program Code (PC) 223, EA-CWS Eligibility is being changed to EA-Foster Care (FC) Eligibility to more clearly reflect costs claimed to this program. Since the March 2000 Program Code Descriptions (PCDs) have already been issued, the title change will be reflected in the June 2000 quarter PCDs.

In addition, as outlined in CFL No. 99/00-44, dated December 20, 1999, funding for EA-FC (formerly EA-CWS) programs was shifted from State General Fund (SGF) to TANF, effective with the December 1999 quarter, to help meet the State TANF maintenance of effort requirement. This funding shift applied to PC 223 as well but was inadvertently omitted from CFL 99/00-44. The revised sharing ratio for PC 223 is 85/0/0/15 (Federal/State/Health/County).

The California Department of Social Services will shift the funding at the state level from SGF to TANF for the December 1999 quarter.

B. EA Claiming Reminder

Based on a review of claiming data, it appears that some counties are not completing the required EA application and eligibility process that includes querying the Assistance to Children in Emergency System (ACES) for prior EA episodes. The current requirement for all EA program costs is that the program be run as it was prior to implementation of the TANF program (reference CFL No. 97/98-26, dated October 15, 1997). This includes taking an EA application and querying ACES to ensure that the child has not had prior EA episodes.

Counties may claim costs for a child who has had only one episode in a 12-month period. All-County Letter No. 94-90, dated October 27, 1994, defines an episode as "a period of time during which a child is experiencing an emergency covered under California's Title IV-A State Plan and for which assistance and/or services have been authorized." The episode begins from the date of removal and ends when the case is closed; however in all instances, the episode may not exceed 12 months from the date of the eligibility worker's authorization.

All-County Letter No. 93-64, dated September 1, 1993, states that counties must be in compliance with program requirements and have the following application and eligibility steps in place in order to claim EA expenditures.

- An established mechanism for claiming that is consistent with information provided in fiscal transmittals.

- A complete application taken following the date on which the child is ordered detained by the court or placed through a voluntary placement agreement.
- It has been determined that the child is eligible for EA benefits because the family had not received assistance within the previous 12 months, the family meets the income requirement, and the child has lived with a specified relative within the previous six months.

Counties that do not complete the EA application and eligibility requirements may not claim any EA foster care or services costs on the CEC or assistance claims and will be subject to audit disallowances

B. CWS Background Checks

Senate Bill 645 appropriated funds to reimburse counties for costs associated with conducting background checks prior to placing children in the home of a relative, prospective guardian, or other person who is not a licensed or certified foster parent.

Effective with the March 2000 quarter, the following Program Identifier Number (PIN) 359168, Direct Costs, has been established for PC 359, CWS Background Checks, to capture the processing fees. These costs will be charged against the CWS basic allocation.

C. Federal Incentive Funds for Post Adoptive Services

Effective with the March 2000 quarter, for those counties who tracked these funds based on CFL No. 99/00-53, PC 151 and Time Study Code 1511, Federal Incentive Funds for Post Adoptive Services, has been established to capture activities when serving a child in a finalized adoptive home. Activities may include arranging for therapy (family, individualized, behavioral, etc.), parent support groups, arranging for respite care, identifying and coordinating resources, travel time, post adoptive assessments, and case management.

Support Staff authorized through the Support Staff Time Reporting Plan to time study Direct-to-Program will use Support Staff Code A47.

Effective with the March 2000 quarter, the following direct cost PINS have been established for PC 151:

New Pins:

151131	Contracted Services
151168	Direct Costs

II. CalWORKs Function

A. WTW State Only Two-Parent Families

Effective with the March 2000 quarter, the following PINs have been established for WTW Two-Parent Families programs.

WTW State Only Two-Parent Families-General

Effective with the March 2000 quarter, PC 109 has been established to capture costs associated with the WTW State Only Two-Parent Families-General. Allowable costs are the same as PC 633, which was established to capture direct costs associated with the General Program for situations where (1) it cannot be determined in which phase (i.e., pre-assessment, assessment, post-assessment, etc.) a particular client is served when costs are incurred, or (2) direct costs are specifically attributable to incapacity exams, separate service centers, transportation, and/or ancillary services. Allowable direct costs for PC 109 include, but are not limited to, transportation, ancillary services, and incapacity exams for WTW General Program participants. The sharing ratio for this program is 0/100/0/0 (Federal/State Health/County).

New PINs

109003	Transportation-Assistance
109016	Ancillary-Education-Non-Assistance
109028	Work/Activities/Expense-Non-Assistance
109029	Other Support Services-Assistance
109031	Contracted Services
109032	Contracted Services-Non-Assistance
109034	Incapacity Exam-Non-Assistance
109057	Separate Service Center
109088-94	Support Operating Direct Charge Costs
109097	Transportation-Non-Assistance
109098	Work Subsidy

WTW State Only Two-Parent Families-Pre-Assessment

Effective with the March 2000 quarter, the following direct cost PINs for PC 678 have been established to capture costs associated with WTW State Only Two-Parent Families-Pre-Assessment. Allowable costs are the same as PC 620 which was established to capture initial WTW Program orientation/appraisal and job search services. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County).

New PINs

678031	Contracted Services
678060	Direct Service Delivery
678088-94	Support Operating Direct Charge Costs

WTW State Only Two-Parent Families-Assessment

Effective with the March 2000 quarter, the following direct cost PINs for PC 681 have been established to capture costs associated with WTW State Only Two-Parent Families-Assessment. Allowable costs are the same as PC 624 which was established to capture WTW costs incurred during the assessment component. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County).

New PINs

681031	Contracted Services
681060	Direct Service Delivery
681088-94	Support Operating Direct Charge Costs

WTW State Only Two-Parent Families-Post Assessment: Vocational Education

Effective with the March 2000 quarter, the following direct cost PINs for PC 680 have been established to capture costs associated with WTW State Only Two-Parent Families-Post Assessment: Vocational Education. Allowable costs are the same as PC 623 which was established to capture expenses specifically related to the provision of Vocational Education opportunities. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County).

New PINs

680031	Contracted Services
680060	Direct Service Delivery
680088-94	Support Operating Direct Charge Costs

WTW State Only Two-Parent Families-Post Assessment: Community Service

Effective with the March 2000 quarter, the following direct cost PINs for PC 679 have been established to capture costs associated with WTW State Only Two-Parent Families-Post Assessment: Community Service. Allowable costs are the same as PC 621 which was established to capture costs associated with the provision of Community Services assignments for WTW Program participants. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County).

New PINs

679031	Contracted Services
679060	Direct Service Delivery
679088-94	Support Operating Direct Charge Costs

WTW State Only Two-Parent Families-Post Assessment: Other

Effective with the March 2000 quarter, the following direct cost PINs for PC 682 have been established to capture costs associated with WTW State Only Two-Parent Families-Post Assessment: Other. Allowable costs are the same as PC 622 which was established to capture all "other" post assessment phase costs aside from those for Vocational Education or Community Service-related

activities associated with the WTW program. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County).

New PINs

682031	Contracted Services
682060	Direct Service Delivery
682088-94	Support Operating Direct Charge Costs

B. CalWORKs Mental Health

Effective with the March 2000 quarter, ***PIN 625068, Direct Costs***, has been established to capture costs for medical or non-medical treatment services provided to CalWORKs recipients. These services may include counseling, treatment and/or rehabilitation services to assist the participant obtain or retain employment or participate in other WTW activities. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County).

C. CalWORKs Substance Abuse

Effective with the March 2000 quarter, ***Pin 628068, Direct Costs***, has been established to capture costs under PC 628 for medical or non-medical treatment services for CalWORKs recipients. These services may include evaluation, counseling, treatment, employment counseling, provision of community service jobs, or other appropriate services to assist the participant obtain or retain employment or participate in other WTW activities. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County).

D. CalWORKs WTW

Counties were instructed in CFL No. 99/00-44 that, effective with the December 1999 quarter, direct cost PINs for CalWORKs were revised to distinguish assistance from non-assistance costs based on Final TANF regulations. After subsequent discussions between county and State staff, it was determined that it is not necessary to identify the costs separately for each WTW program. Instead, counties are instructed to direct charge all the costs to the appropriate PIN under PC 633, WTW General. Therefore, the following PINs are being deleted effective with the March 2000 quarter.

Deleted PINs

	PC 620	PC 621	PC 622	PC 623	PC 624
Description of PIN	Pre-Assessment	Post Assessment: Community Services	Post Assessment Other	Pre-Assessment: Vocational Education	Assessment
Transportation-Assistance	620003	621003	622003	623003	624003
Ancillary-Education-Non-Assistance	620016	621016	622016	623016	624016
Work/Activities/Expense-Non-Assistance	620028	621028	622028	623028	624028
Other Support Services – Assistance	620029	621029	622029	623029	624029
Incapacity Exam Non-Assistance	620034	621034	622034	623034	624034
Transportation Non-Assistance	620097	621097	622097	623097	624098
Work Subsidy	620098	621098	622098	623098	624098

The following PINs continue to be available for use on the CEC.

	PC 620	PC 621	PC 622	PC 623	PC 624
Description of PIN	Pre-Assessment	Post Assessment: Community Services	Post Assessment Other	Pre-Assessment: Vocational Education	Assessment
Contracted Services Assistance	620031	621031	622031	623031	624031
Contracted Services Non-Assistance	620032	621032	622032	623032	624032
Separate Service Center	620057	621057	622057	623057	624057
Direct Service Delivery	620060	621060	622060	623060	624060
Support Operating Direct Charge Costs	620088-94	621088-94	622088-94	623088-94	624088-94

E. Two-Parent Families State-Only CalWORKs Eligibility

PC 065 was established in the December 1999 quarter to capture activities and costs for Two-Parent Families State-Only CalWORKs participants. The following direct cost PINs were erroneously included with this program and are being deleted effective with the March 2000 quarter.

Deleted PINs

- 065003 Transportation (Assistance)
- 065016 Ancillary-Education (Non-Assistance)
- 065028 Work/Activities/Expenses (Non-Assistance)
- 065029 Other Support Services (Assistance)
- 065034 Incapacity Exam (Non-Assistance)
- 065060 Direct Service Delivery
- 065097 Transportation (Non-Assistance)
- 065098 Work Subsidy

III. Other Public Welfare Programs

A. Special Circumstances Program

It has come to our attention that there is some confusion regarding the appropriate use of PINs established for reporting contracted services and vendor/cash grant payments. Counties that contract the administration and payment functions for the Special Circumstances Program are to claim the administrative cost portion of the contract to PIN 245031 Contracted Services; vendor/cash payments are to be reported to PIN 035096. Please refer to CFL No. 99/00-27, dated September 16, 1999, and CFL No. 98/99-52, dated December 17, 1998, for additional information/instructions.

For purposes of the CEC, PIN 245031, Contracted Services, is for reporting costs of administering the program such as interpreter services, case management, etc. PIN 035096 (formerly 245096) is limited to vendor/cash grant payments. These payments are often referred to as “services” costs.

B. Kin-GAP

Senate Bill 1901, Chapter 1055, Statutes of 1998, established the Kin-GAP Program effective July 1, 1999. AB 1111, Chapter 147, Statutes of 1999, amended the date for implementation to January 1, 2000. The Kin-GAP Program provides a subsidy to children in relative placements when the relative caregiver(s) assumes legal guardianship. Assistance claiming instructions and aid codes were provided in CFL No. 99/00-43, dated December 8, 1999. CFL No. 99/00-45, dated December 20, 1999, established PC 030 and related time study codes, to capture the allowable costs/activities of the program. Please refer to CFL No. 99/00-45 for description of allowable costs.

The funding ratio for PC 030 is 100/0/0/0 (Federal/State/Health/County). Expenditures that exceed the allocation will be transferred to county share using State Use Only Code 667.

C. Probation/Group Home Visits

CDSS has identified problems with the CWS and Probation Group Home Monthly Visits claiming process. Counties will be provided with new claiming and reporting procedures via a separate CFL at a later date.

D. TANF Fiscal Incentives

As outlined in CFL No. 99/00-44, the final TANF regulations imposed new federal reporting requirements including the identification of expenditures by additional categories (e.g., transportation, work subsidy, ancillary-education, etc.). The regulations also required that these expenditures be further categorized by “assistance” and “non-assistance” activities. CFL No. 99/00-44 established direct cost PINs and modified the Fiscal Incentive Addendum form to accommodate these changes effective with the December 1999 quarter.

After subsequent review and discussions between CDSS and CWDA, it was determined that the majority of the PINs could be consolidated and captured under two PINs (Direct Costs-Assistance and Direct Costs Non-Assistance) for each program. However, individual counties must maintain adequate documentation to support a clear audit trail and to identify expenditures by the appropriate categories.

The following PINs are being deleted (Chart A) effective with the March 2000 quarter and replaced with new consolidated direct cost PINs in Chart B:

CHART A - Deleted PINs

Description of PIN	PC 095	PC 091	PC 096	PC 092	PC 097	PC 093	PC 094	PC 090
	Needy Families Admin	Needy Families Non-Admin	Needy Parents Admin	Needy Parents Non-Admin	Out-of-Wedlock Preg. Admin	Out-of-Wedlock Preg. Non-Admin	Two Parent Families	Two Parent Families
Transportation-Assistance	095003	091003	096003	092003	097003	093003	094003	090003
Ancillary-Education-Non-Assistance	095016	091016	096016	092016	097016	093016	094016	090016
Work/Activities/Expense-Non-Assistance	095028	091028	096028	092028	097028	093028	094028	090028
Other Support Services – Assistance	095029	091029	096029	092029	097029	093029	094029	090029
Contracted Services	095031	091031	096031	092031	097031	093031	094031	090031
Contracted Services Non-Assistance	095032	091032	096032	092032	097032	093032	094032	090032
Incapacity Exam-Non-Assistance	095034	091034	096034	092034	097034	093034	094034	090034
Direct Service Delivery	095060	091060	096060	092060	097060	093060	094060	090060
Support Operating Direct Charge Costs	095088-94	091088-94	096088-94	092088-94	097088-94	093088-94	094088-94	090088-94
Transportation Non-Assistance	095097	091097	096097	092097	092098	093097	094097	090097
Work Subsidy	095098	091098	096098	092098	092098	093098	094098	090098

Chart B - New PINs

Description	PC 095	PC 091	PC 096	PC 092	PC 097	PC 093	PC 094	PC 090
	Needy Families Admin	Needy Families Non-Admin	Needy Parents Admin	Needy Parents Non-Admin	Out-of-Wedlock Preg. Admin	Out-of-Wedlock Preg. Non-Admin	Two Parent Families	Two Parent Families
Direct Costs – Assistance	095068	091068	096068	092068	097068	093068	094068	090068
Direct Costs Non-Assist.	095096	091096	096096	092096	097096	093096	094096	090096

If you have any questions regarding this CFL, please contact your Fiscal Policy Bureau county analyst at (916) 657-3440.

Sincerely,

**Original Signed on
January 31, 2000**

GEORGE E. PEACHER JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA